

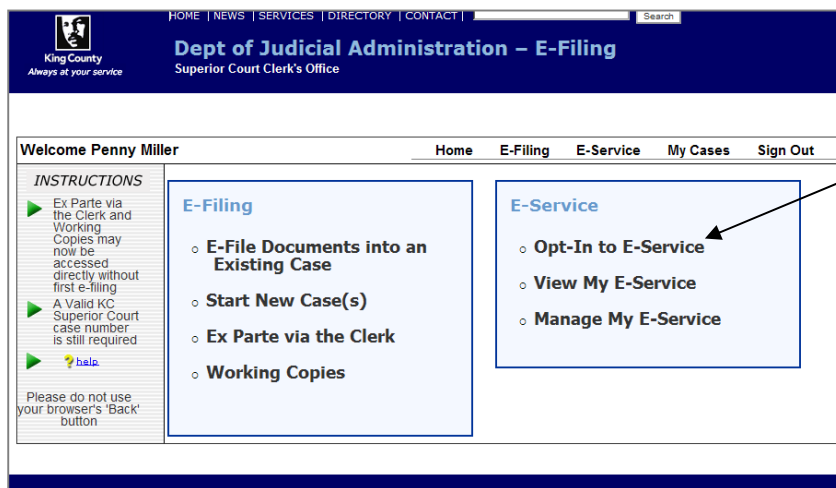
# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

The King County Superior Court's E-Filing application's E-Service component is one method available to e-filers to effect electronic service of documents that have been e-filed with the King County Superior Clerk.

- E-Service is authorized pursuant to [GR 30. 2 \(d\)](#), which states "Parties may electronically serve documents on other parties of record only by agreement."
- Documents E-Filed with the KCSC Clerk's Office are not automatically provided to the court or served on other case participants (unlike the federal application)
- E-Service is available on a per case basis and you must be a party to the case, per terms and conditions
- The E-Service component of the E-Filing Application may be used anytime – it is not restricted by the Clerk's Office business hours
- The Clerk's Office does not monitor the E-Service component; the feature is provided as a customer service tool
- There is no cost for use of this E-Service component of the E-Filing Application

## Opt-in to Accept Electronic Service

'Opt-In to E-Service' is the set-up process that enables you to receive electronic service of e-filed documents through the E-Filing Application.

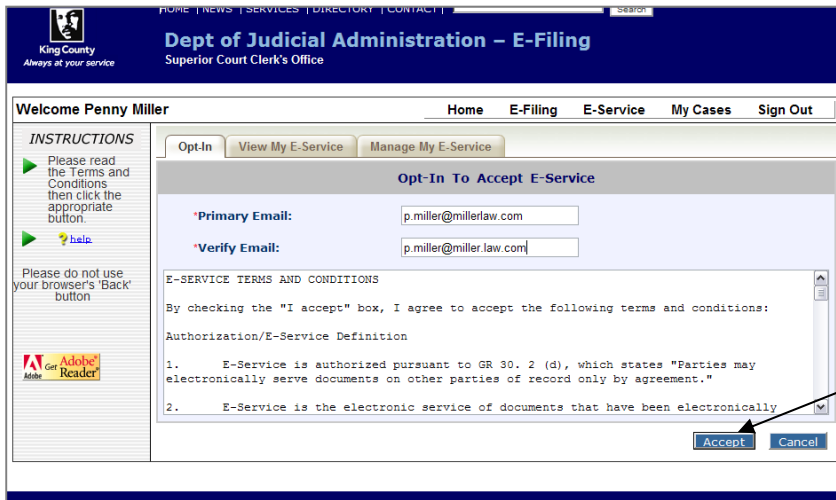


### Choose E-Service Process

- From the 'Home' page, choose 'Opt-In to E-Service'

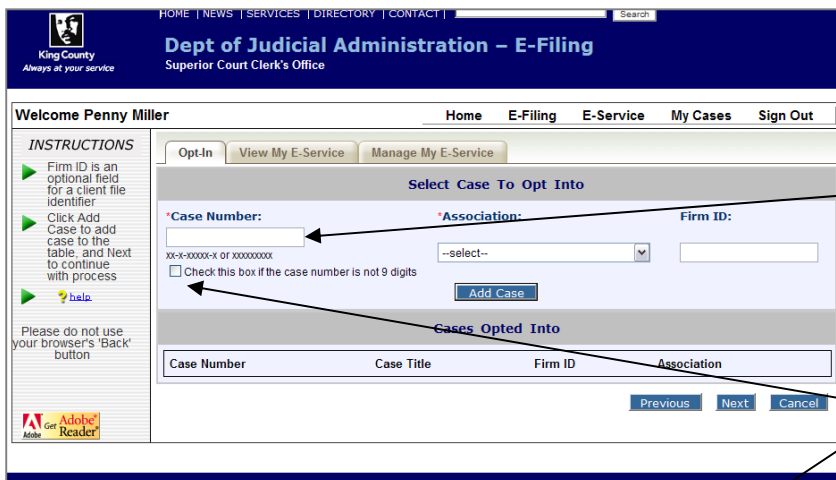
# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

## E-Service Terms and Conditions

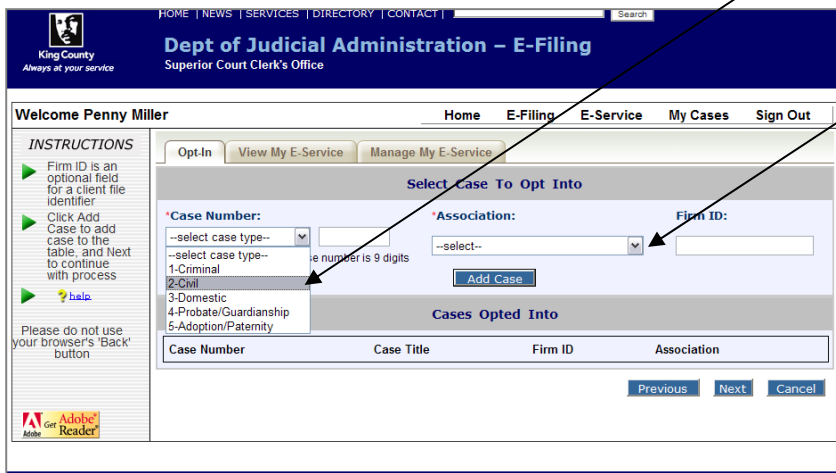


- Enter your '**Primary E-Mail**' address and '**Verify E-Mail**' to ensure accuracy of address entered (NOTE: the name on the user account will be reflected as the party opting to accept electronic service)
- Carefully read the '**E-Service Terms and Conditions**' prior to clicking '**Accept**' to continue

## Identify Case to Opt Into



- Enter the 9 digit case number for which you agree to accept E-Service;  
Or, check the box if the case number is not 9 digits, select the case type from the list provided, and enter the case number after the dash (e.g., 4-G1234: enter only G1234)



- Choose an '**Association**' from the drop-down list (i.e., the description of your role in the case)
- The '**Firm ID**' field is optional; enter your client's file identifier or case management system code

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application



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Opt-In View My E-Service Manage My E-Service

**Select Case To Opt Into**

\*Case Number: 102001271  
xx-xx-xxxxxx-x or xxxxxxxxxx  
☐ Check this box if the case number is not 9 digits

\*Association: Attorney for Petitioner/Plaintiff

Firm ID: DORES-612011

Add Case

**Cases Opted Into**

Case Number	Case Title	Firm ID	Association

Previous Next Cancel

## Identify Case(s) for Opt-In Continued

- Click 'Add Case'
- If you wish to opt into multiple cases, enter a new case number and continue the steps above
- Click 'Next' to continue



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**Add Courtesy Copy Recipient**

Description: Associate

Email: Janet@millerlaw.com Confirm Email: Janet@millerlaw.com

Add Courtesy Copy Recipient Cancel

**Add Courtesy Copy Recipient(s)**

Case Number	Case Title	Courtesy Copy Recipient(s)									
10-2-00127-1	Sally Dore vs Underwater Diving School	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> <th></th> </tr> </thead> <tbody> <tr> <td>Legal Assistant</td> <td>Joseph@millerlaw.com</td> <td>Delete</td> </tr> <tr> <td>Firm Service</td> <td>eService@millerlaw.com</td> <td>Delete</td> </tr> </tbody> </table>	Description	Email		Legal Assistant	Joseph@millerlaw.com	Delete	Firm Service	eService@millerlaw.com	Delete
Description	Email										
Legal Assistant	Joseph@millerlaw.com	Delete									
Firm Service	eService@millerlaw.com	Delete									

Add Courtesy Copy Recipient

Previous Finish Cancel

## Add Courtesy Copy Recipient(s)

- Enter a 'Description' of your first courtesy copy recipient (i.e., a person or location to also receive service via a 'blind copy' for any service e-mails received on the identified case)
- Enter the e-mail address and repeat to confirm the address is correct
- Click 'Add Courtesy Copy Recipient'
- Repeat process to enter up to four additional courtesy copy recipients or click 'Finish' to continue

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application



**Confirmation Receipt**

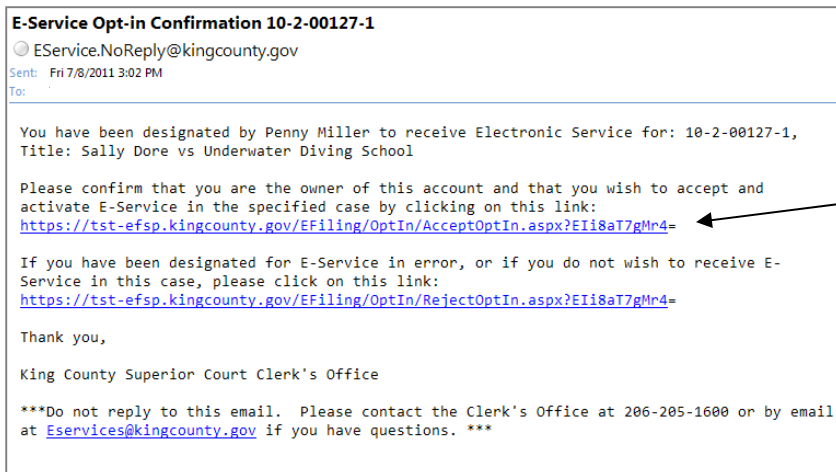
You have signed up to Opt-in to E-Service for the following case(s):

Case Number	Case Title	Firm ID	Association
10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	Attorney for Petitioner/Plaintiff

An E-mail will be sent out to each person associated with your account verifying that he/she would like to receive electronic service

## E-Service Confirmation Receipt

- Review the E-Service Opt-in Confirmation Receipt information for accuracy. If a case was entered in error or you wish to receive E-Service for a temporary period of time, you may easily 'opt-out' of the case through the 'Manage My E-Service' tab
- NOTE: The Opt-in process is not complete until confirmation action is taken via the e-mail message automatically received



**E-Service Opt-in Confirmation 10-2-00127-1**

EService.NoReply@kingcounty.gov

Sent: Fri 7/8/2011 3:02 PM

To:

You have been designated by Penny Miller to receive Electronic Service for: 10-2-00127-1, Title: Sally Dore vs Underwater Diving School

Please confirm that you are the owner of this account and that you wish to accept and activate E-Service in the specified case by clicking on this link:  
<https://tst-efsp.kingcounty.gov/EFiling/OptIn/AcceptOptIn.aspx?EI18aT7gMr4=>

If you have been designated for E-Service in error, or if you do not wish to receive E-Service in this case, please click on this link:  
<https://tst-efsp.kingcounty.gov/EFiling/OptIn/RejectOptIn.aspx?EI18aT7gMr4=>

Thank you,

King County Superior Court Clerk's Office

\*\*\*Do not reply to this email. Please contact the Clerk's Office at 206-205-1600 or by email at [Eservices@kingcounty.gov](mailto:Eservices@kingcounty.gov) if you have questions. \*\*\*

## E-Service Opt-in Confirmation

- To complete the E-Service Opt-in process, click the 'accept and activate E-Service' link provided in the e-mail automatically sent to the address(es) provided, including courtesy copy recipients
- If the case number and title are incorrect or an error was made in the opt-in process, click the second link



**Accept E-Service**

Case Number: 10-2-00127-1

Case Title: Sally Dore vs Underwater Diving School

You have successfully been signed up for E-Service.

## E-Service Opt-in Confirmation

- Upon clicking the 'accept and activate E-Service' link, you will receive notice that you have successfully signed up for E-Service
- The first and last name identified on your user account information will now display as agreeing to accept e-Service for the case listed.

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

## View My E-Service

'View My E-Service' is the process enables you to view the names and association of persons that have successfully opted in to accept e-service of e-filed documents on a particular case, and to view the case(s) you have previously opted in to accept e-service.



### Choose E-Service Process

- From the 'Home' page choose 'View My E-Service'



**View E-Service Recipients**

Case Number: 102000402  
xx-x-xxxxx-x or xxxxxxxxx  
☐ Check this box if the case number is not 9 digits

Case Title: Patterson Contract vs Joe Public

E-Service recipient(s)

Name	Association
Amy Ebersole	Trustee

**Opt-In to this Case**

**My E-Service Case(s)**

Case Number	Case Title	Status	Courtesy Copy Recipients								
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co	Accepted E-Service	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Paralegal</td> <td>smith@law.com</td> </tr> </tbody> </table>	Description	Email	Paralegal	smith@law.com				
Description	Email										
Paralegal	smith@law.com										
10-2-00124-7	Big Bear Pub vs Budweiser Corp	Accepted E-Service									
10-2-00127-1	Sally Dore vs Underwater Diving School	Accepted E-Service	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Legal Assistant</td> <td>Joseph@millerlaw.com</td> </tr> <tr> <td>Firm Service</td> <td>eservice@millerlaw.com</td> </tr> <tr> <td>Associate</td> <td>Janet@millerlaw.com</td> </tr> </tbody> </table>	Description	Email	Legal Assistant	Joseph@millerlaw.com	Firm Service	eservice@millerlaw.com	Associate	Janet@millerlaw.com
Description	Email										
Legal Assistant	Joseph@millerlaw.com										
Firm Service	eservice@millerlaw.com										
Associate	Janet@millerlaw.com										

### View E-Service Recipients

- To view names of those who have opted in to accept E-Service for a particular case, enter the case number in the box provided and click 'Search'
- You may search on any King County Superior Court Case initiated on or after January 1, 2000
- Click 'Opt-In to this Case' button to go directly to step one in the 'Opt-In' process

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

## View My E-Service Cases

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Superior Court Clerk's Office

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Opt-In View My E-Service Manage My E-Service

**View E-Service Recipients**

Case Number:   
xx-x-xxxx-x or xxxxxxxx  
☐ Check this box if the case number is not 9 digits  
Search

**My E-Service Case(s)**

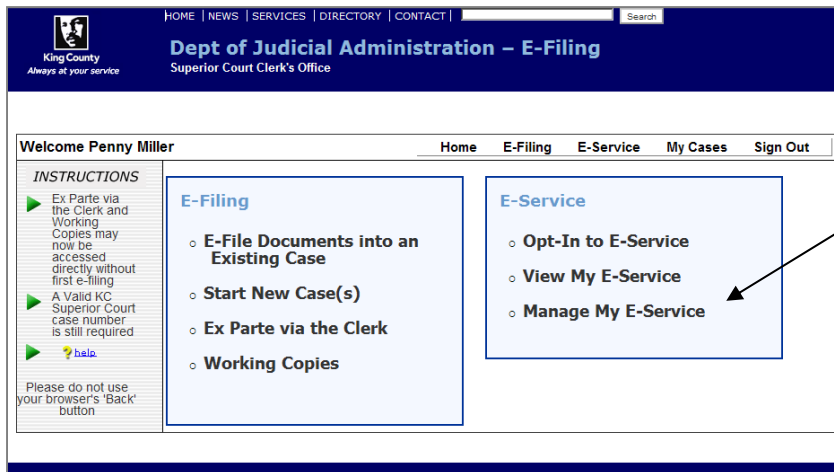
Case Number	Case Title	Status	Courtesy Copy Recipients	
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co	Accepted E-Service	Description Paralegal	Email jsmith@law.com
10-2-00124-7	Big Bear Pub vs Budweiser Corp	Accepted E-Service		
10-2-00127-1	Sally Dore vs Underwater Diving School	Accepted E-Service	Description Legal Assistant Firm Service Associate	Email Joseph@millerlaw.com eservice@millerlaw.com Janet@millerlaw.com
10-2-00040-2	Patterson Contract vs Joe Public	Not Accepted E-Service		

- The 'My E-Service Case(s)' table displays the status of the case(s) you have opted into and the information you entered
- If you completed the opt-in process by clicking the accept link in the e-mail sent, the 'Status' column will display 'Accepted E-Service'. If you have not yet clicked the link in the e-mail the status will display 'Not Accepted E-Service' until such time that you click the e-mail link to accept or the case display will be removed if you select the link stating you do not wish to receive E-Service.

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

## Manage My E-Service

'Manage My E-Service' is the process enables you to modify your previously entered E-Service related information and to opt-out of acceptance of service on a case(s).



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**E-Service**

- Opt-In to E-Service
- View My E-Service
- Manage My E-Service

### Choose E-Service Process

- From the 'Home' page click 'Manage My E-Service'
- Three sub-tabs will appear: 'Edit My E-Mail', 'Edit My E-Service' and 'Edit My Courtesy Copy Recipients'



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**Edit My E-Mail**

Update Email Address

New Email: pmiller@millerlaw.com Verify Email: pmiller@millerlaw.com

Update	Case Number	Case Title	Firm ID	Email Address Used	Party Description
<input type="checkbox"/> All					
<input checked="" type="checkbox"/>	09-2-41460-2	Lakeside Bowling vs Oak Flooring Co		penny.miller@millerlaw.com	Respondent/Defendant
<input checked="" type="checkbox"/>	10-2-00124-7	Big Bear Pub vs Budweiser Corp		penny.miller@millerlaw.com	Attorney for Petitioner/Plaintiff
<input checked="" type="checkbox"/>	10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	beth.taylor@kingcounty.gov	Attorney for Petitioner/Plaintiff
<input type="checkbox"/>	10-2-00040-2	Patterson Contract vs Joe Public		pmiller@millerlaw.com	Attorney for Respondent/Defendant

Update Email for Selected Cases

### Edit My E-Mail

- 'Edit My E-Mail' allows you to change the primary E-Service e-mail address for one or more of the cases you have opted into
- Enter the new e-mail address and verify the address for accuracy
- Select all, one, or multiple cases to change the primary e-mail address to the new address entered
- Click 'Update E-Mail for Selected Cases'



# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application



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Opt-In View My E-Service Manage My E-Service

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

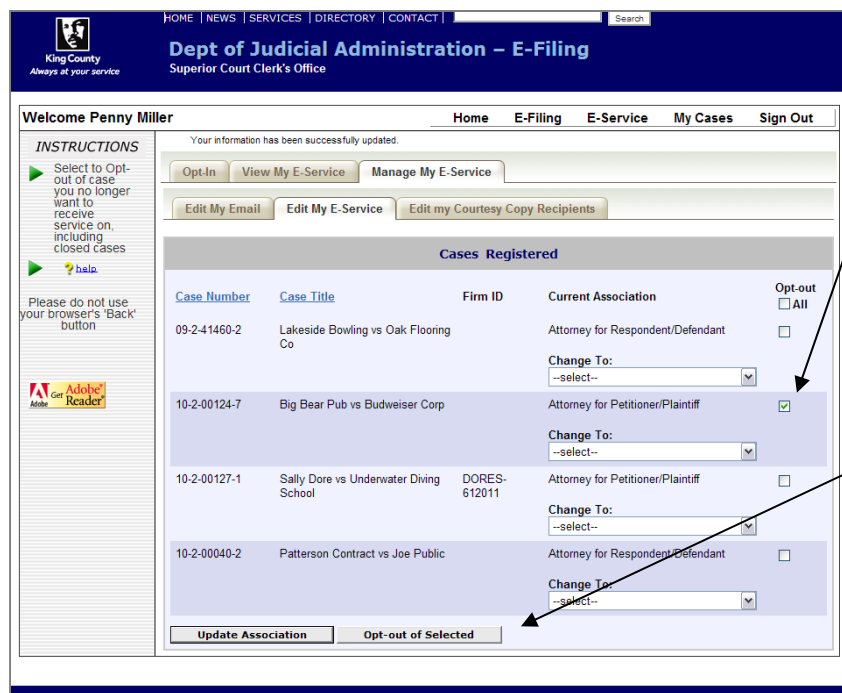
**Cases Registered**

Case Number	Case Title	Firm ID	Current Association	Opt-out
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co		Respondent/Defendant	<input type="checkbox"/> All
10-2-00124-7	Big Bear Pub vs Budweiser Corp		Change To: --select--	<input type="checkbox"/>
10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	Attorney for Trustee Gamishee/Defendant	<input type="checkbox"/>
10-2-00040-2	Patterson Contract vs Joe Public		Attorney for Respondent/Defendant	<input type="checkbox"/>

Update Association Opt-out of Selected

## Edit My E-Service - Association

- To modify a previously entered association, click the down arrow in the '**Change Association**' filed next to the incorrect entry and choose the correct option
- Click '**Update Association**' to confirm the new association selected



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Your information has been successfully updated.

Opt-In View My E-Service Manage My E-Service

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

**Cases Registered**

Case Number	Case Title	Firm ID	Current Association	Opt-out
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co		Attorney for Respondent/Defendant	<input type="checkbox"/> All
10-2-00124-7	Big Bear Pub vs Budweiser Corp		Attorney for Petitioner/Plaintiff	<input checked="" type="checkbox"/>
10-2-00127-1	Sally Dore vs Underwater Diving School	DORES-612011	Attorney for Petitioner/Plaintiff	<input type="checkbox"/>
10-2-00040-2	Patterson Contract vs Joe Public		Attorney for Respondent/Defendant	<input type="checkbox"/>

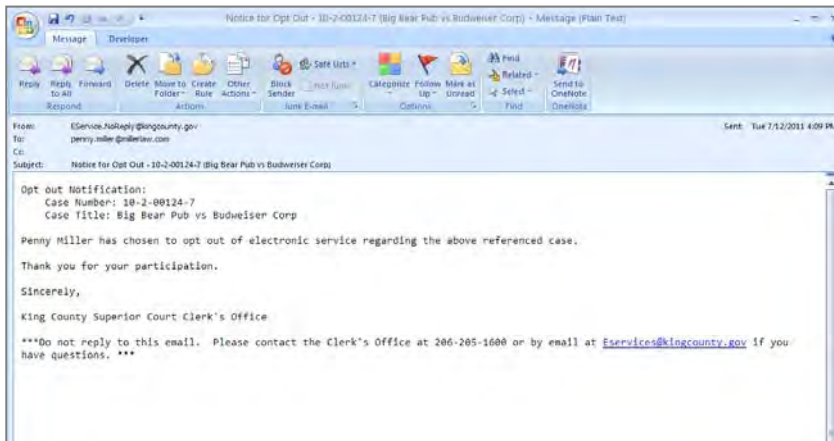
Update Association Opt-out of Selected

## Edit My E-Service – Opting Out

- To '**Opt Out**' of a accepting E-Service on a case, select the check box for one, multiple or 'all' cases displayed
- Click '**Opt-Out of Selected**' to complete the opt-out of E-Service process
- To best manage your E-Service Cases Registered table, it is suggested that you opt-out of cases upon completion of the case
- Upon completing the 'Opt-out' process, the case will no longer appear on your E-Service Cases Registered table

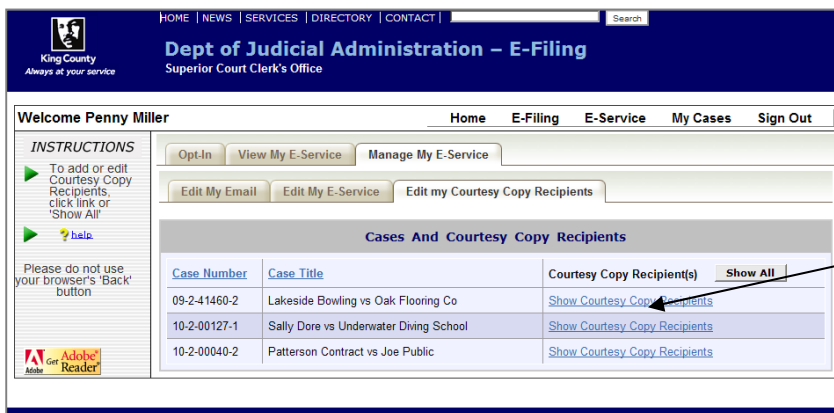


# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application



## Edit My E-Service – Opting Out

- You will receive an auto-generated e-mail upon opting out of E-Service for a case. This e-mail will also be sent to all other persons currently opted in to accept E-Service as a notification of your opted-out status



## Edit My Courtesy Copy Recipients

- To view all previously entered courtesy copy recipients information for all opted into cases, click '**show all**', otherwise click the link for a specific case



## Edit My Courtesy Copy Recipients

- From this sub-tab you may **add**, **edit**, and **delete** your courtesy copy recipients on a single case or on multiple cases
- To add a new courtesy copy recipient, click '**Add New**' and complete the information required

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

**INSTRUCTIONS**

To add or edit Courtesy Copy Recipients, click link or 'Show All'

Please do not use your browser's 'Back' button.

**Opt-In View My E-Service Manage My E-Service**

**Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients**

**Add New Courtesy Copy Recipient**

Case Number: 09-2-41460-2  
Case Title: Lakeside Bowling vs Oak Flooring Co  
New Email:  Verify Email:  Description:   
**Apply to this case only Apply to All My Cases Cancel**

**Edit Courtesy Copy Recipient Information**

Old Email: smith@law.com  
New Email: jsmith@millerlaw.com Verify Email: jsmith@millerlaw.com  
Description: Paralegal  
**Apply to this Case only Apply to all My Cases Cancel**

**Cases And Courtesy Copy Recipients**

Case Number	Case Title	Courtesy Copy Recipient(s)	Hide All															
09-2-41460-2	Lakeside Bowling vs Oak Flooring Co	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Paralegal</td> <td>smith@law.com</td> <td><b>Edit Delete</b></td> </tr> <tr> <td colspan="3"><b>Add New Hide</b></td> </tr> </tbody> </table>	Description	Email	Action	Paralegal	smith@law.com	<b>Edit Delete</b>	<b>Add New Hide</b>									
Description	Email	Action																
Paralegal	smith@law.com	<b>Edit Delete</b>																
<b>Add New Hide</b>																		
10-2-00127-1	Sally Dore vs Underwater Diving School	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Legal Assistant</td> <td>Joseph@millerlaw.com</td> <td><b>Edit Delete</b></td> </tr> <tr> <td>Firm Service</td> <td>eService@millerlaw.com</td> <td><b>Edit Delete</b></td> </tr> <tr> <td>Associate</td> <td>Janet@millerlaw.com</td> <td><b>Edit Delete</b></td> </tr> <tr> <td colspan="3"><b>Add New Hide</b></td> </tr> </tbody> </table>	Description	Email	Action	Legal Assistant	Joseph@millerlaw.com	<b>Edit Delete</b>	Firm Service	eService@millerlaw.com	<b>Edit Delete</b>	Associate	Janet@millerlaw.com	<b>Edit Delete</b>	<b>Add New Hide</b>			
Description	Email	Action																
Legal Assistant	Joseph@millerlaw.com	<b>Edit Delete</b>																
Firm Service	eService@millerlaw.com	<b>Edit Delete</b>																
Associate	Janet@millerlaw.com	<b>Edit Delete</b>																
<b>Add New Hide</b>																		

- You are provided with the option to add the new courtesy copy recipient to the selected case or to all your opted into cases – click the desired button
- The new courtesy copy recipient will be displayed
- The new courtesy copy recipient will receive an auto-generated e-mail verifying agreement to receive E-Service. The set-up process will not be complete until the link in the e-mail sent is clicked.
- To modify your courtesy copy recipient information click '**Edit**' by the recipient needing updating and enter new information in the fields provided

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application

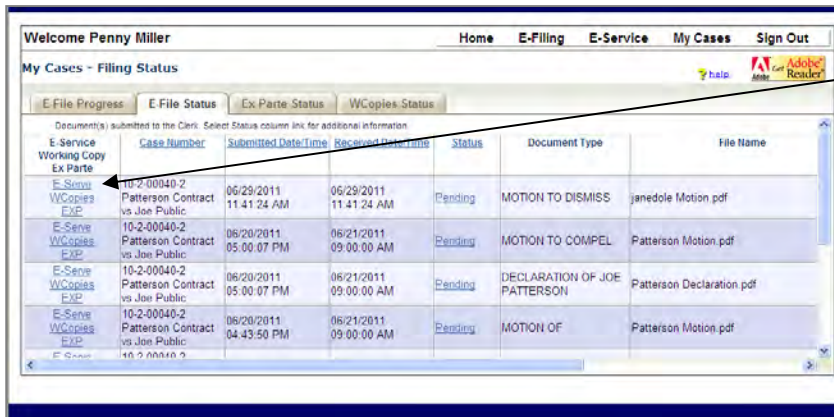
## E-Serve Your E-Filed Document(s)

'E-Serve Documents' is the E-Filing application process that facilitates the electronic service of documents, which have been e-filed with the King County Superior Clerk, to persons that previously elected to opt-in to accept e-served documents.



### E-Serving E-Filed Document(s)

- Document(s) e-filed into an existing case may be e-served from the 'Confirmation Receipt' page by clicking 'E-Serve Documents'



- Or, by clicking the 'E-Serve' link from the 'My Cases > Status' page

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application



## E-Serving Your Document(s)

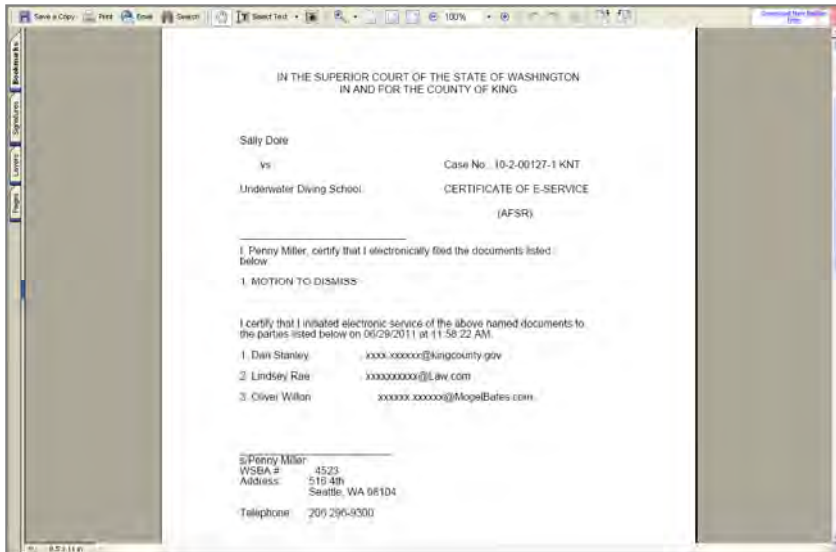
- From the 'Documents to E-Serve' page select the e-filed *Document(s)* and *Parties* you wish to electronically serve
- Click 'E-Serve Selected Documents'



## E-Service Confirmation

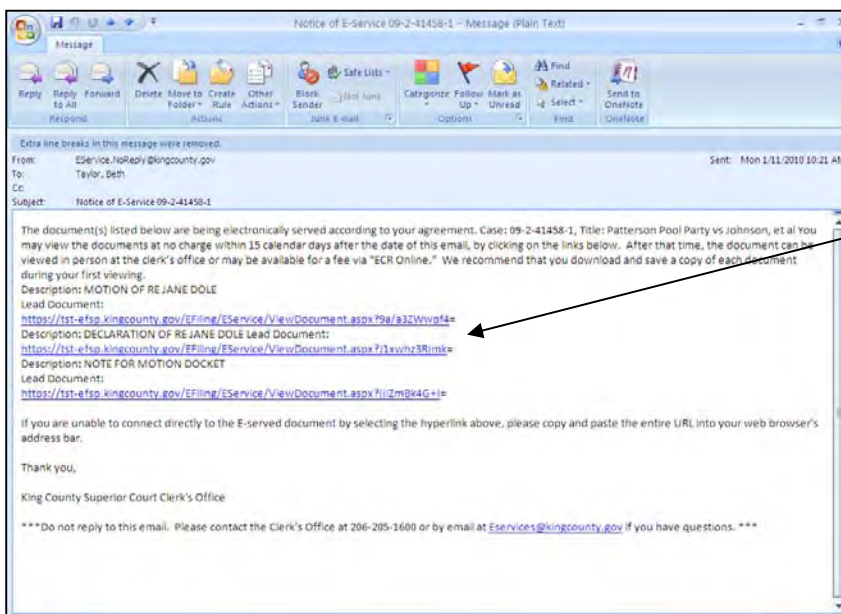
- The screen will refresh and an 'E-Service Confirmation' page will display
- Click 'Confirmation of E-Service' to print or save an application generated 'Certificate of Electronic Service' document
- Please Note: Once you leave the 'E-Service Confirmation' screen you cannot re-access the 'Certificate of Electronic Service' pdf document unless you save it to your computer

# How to Electronically Serve E-Filed Documents Utilizing the eFiling Application



## Confirmation of E-Service

- The 'Certificate of Electronic Service' is not automatically e-filed by the application
- Using this *Certificate of Electronic Service* is not required. You are welcome to continue using your existing *Certificate of Service* template.
- To file the created certificate you will need to save the document, prepare it for e-filing and select the 'E-File into an Existing Case' process from the 'Home' page or 'E-filing' navigational tab to initiate a new filing submission



## E-Served Documents

- E-Service recipients will receive the documents served on them via an e-mail with a link to the served document in a pdf format
- The document link(s) will be active for 15 days following service
- Recipients may click to link(s) to view and save the served documents